

UP Projects Corporation Ltd.

(UP Government Undertaking)

CIN :U15209UP1976SGC004285



Document and Application Form for Registration of
Contractor

Gomti Barrage, Left bank Gomti Nagar, Lucknow-226010

Website : www.upprojects.org

Check List

Name of the Contractor/Name of the Firm.....

Category -.....

Sl. No.	Description	Page Number
1	Application Form	
2	Registration Fee	
3	General Security	
4	Records related to Partner/Prop./Company Act	
5	Affidavit, Sole Proprietorship(Appendix A)	
6	Legal Details (Appendix B)	
7	Character Certificate (Appendix F)	
8	Solvency Certificate (Appendix G)	
9	Copy of PAN Card	
10	I.T.R. (Last 3 years)	
11	Balance sheet (Last 3 years)	
12	Experience	
13	Photograph	
14	Affidavit, Blood Relations	
15	T & P (Appendix C)	
16	List of Technical Staff (Appendix E)	
17	Degree /Diploma Certificate	
18	G.S.T Registration Certificate	
19	Others	

Signature of Contractor/Authorized Signatory of firm

UP Projects Corporation Ltd.

Application Form For Registration Of Contractors

Sl. No.	Details	Details of Applicant
1	Name of the contractor / name of the firm	<div style="border-bottom: 1px dotted black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px dotted black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px dotted black; height: 1.2em;"></div>
2	Name and Designation of the applicant(Proprietor/Partner/Director etc.) Paste one photograph and Attach two photographs with this form	<div style="display: flex; align-items: center; justify-content: center;"> <div style="flex: 1;"> <div style="border-bottom: 1px dotted black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px dotted black; height: 1.2em;"></div> </div> <div style="border: 1px solid black; padding: 10px; text-align: center; margin: 0 10px;"> Photograph with signature </div> </div> <div style="border: 1px solid black; height: 100px; margin-top: 10px;"></div> <p style="text-align: center; font-size: small;">The photograph should be attested by gazetted officer/notary.</p>
3	Address- 1. Office- 2. Residence- 3. Phone No:- Office- Residence- Mobile- 4. Fax No- 5. E-mail-	<div style="border-bottom: 1px dotted black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px dotted black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px dotted black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px dotted black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px dotted black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px dotted black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px dotted black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px dotted black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px dotted black; height: 1.2em; margin-bottom: 2px;"></div> <div style="border-bottom: 1px dotted black; height: 1.2em;"></div>
4	Category for which the application is being made-	<div style="border-bottom: 1px dotted black; height: 1.2em;"></div>
5	Details of Registration Fee	Name of the Bank/Branch..... Amount Rs..... Demand Draft No. with date.....
6	Details of General Security	Name of the Bank/Branch..... Amount Rs..... FDR Number with Date..... Maturity Date.....

Signature of Contractor/Authorized Signatory of firm

7	<p>If there is a firm, the composition of the firm should be mentioned i.e. sole Proprietorship, Partnership, Private Limited, Limited etc.</p> <p>Note 1. Oath letter as per Appendix-A in case of Sole Proprietorship, Partnership Deed in case of Partnership (Registrar of Society), & In the case of Pvt. Ltd. Company, Article of Association should be attached. 2. . Details of Firm as per Appendix-B</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
8	Details of Machinery/Tools and plants as per Appendix-C is attached?	<div>Yes</div> <div>No</div>
9	Details of main works executed in the last four years in Appendix-D as per the given details is attached?	<div>Yes</div> <div>No</div>
10	List of Technical Staff Appendix-E as per the details given is attached?	<div>Yes</div> <div>No</div>
11	Whether the Applicant or his Partners or Directors has been blacklisted by State Government Departments/ Organizations or Any Private or PSU. (If yes, give details)	<div>Yes</div> <div>No</div>
12	Balance sheet of last three years attested by a Chartered Accountant is attached?	<div>Yes</div> <div>No</div>
13	Income Tax Returns (Filed/assessed)of last three years (as in the preceding section attached)	<div>Yes</div> <div>No</div>
14	<p>Registration Number (Supporting document to be attached)</p> <p>1. PAN-</p> <p>2. GST Registration Number-</p>	<p>.....</p> <p>.....</p>
15	Character certificate issued by the District Magistrate as per Appendix-F is attached ?	<div>Yes</div> <div>No</div>
16	Status certificate issued by the District Magistrate as per Appendix-G is attached ?	<div>Yes</div> <div>No</div>
17	Affidavit related to Blood Relation is attached?	<div>Yes</div> <div>No</div>

Signature of Contractor/Authorized Signatory of firm

Terms and Conditions for Registration / Renewal of Contractors in U.P. Projects Corporation Limited

1. The contractors will have to sign the registration form, and all the terms and conditions etc.
2. The contractors have to apply for renewal before the expiry of the registration period.
3. Registration form/contractor in various categories for civil construction works is authorized to take work up to the face value as follows-

Category-A	No Limits
Category-B	Upto 500.00 Lakh
Category-C	Upto 200.00 Lakh
Category-D	Up to 50.00 lakhs

4. Registration fee, renewal fee, general security and Solvency details

Category	Registration Fee/Renewal Fee (in the form of Demand Draft)	General Security Status	Solvency
Category-A	Rs.10000.00+GST(18 percent or as applicable)	Rs.5.00 lakh FDR issued by Nationalized Bank	Rs. 125.00 Lakh issued by District Magistrate/ Nationalized Bank
Category-B	Rs.8000.00+GST(18 percent or as applicable)	Rs.2.00 lakh FDR issued by Nationalized Bank	Rs. 50.00 Lakh issued by District Magistrate/ Nationalized Bank
Category-C	Rs.7000.00+GST(18 percent or as applicable)	Rs.1.00 lakh FDR issued by Nationalized Bank	Rs. 12.50 Lakh issued by District Magistrate/ Nationalized Bank
Category-D	Rs.5000.00+GST(18 percent or as applicable)	Rs.0.50 lakh FDR issued by Nationalized Bank	Rs. 6.50 Lakh issued by District Magistrate/ Nationalized Bank

Signature of Contractor/Authorized Signatory of firm

5. The prescribed registration fee will be payable as per the category applied for. The amount of registration fee will be valid in the form of Demand Draft drawn in favour of UP Projects Corporation Ltd. payable at Lucknow.
6. General Security, maturity of FDR of nationalized bank which is pledged in the name of U.P. Projects Corporation Ltd. to be attached. The maturity of FDR should be 3 years.
7. There should be technical staff for each category of contractors as follows.

Sl. No.	Category-A	Category-B	Category-C	Category-D
01.	One Graduate Civil Engineer	One Graduate Civil Engineer	–	–
02.	Two Diploma Holder Civil	One Diploma Holder Civil	One Diploma Holder Civil	–

8. The details of technical staff should be indicated as per **Appendix-E**.
9. The details of Machinery/Equipments & Plants should be as per **Appendix C**
10. To blacklist the registered contractors for conduct contrary to the rules laid down by U. P. Projects Corporation Ltd., such as deteriorating the quality of work, not doing fine finishing, misbehaving with departmental employees/officers, etc., imposing reasonable penalties. And the officers of UP Projects Corporation Ltd. will have the right to prohibit them from participating in the tenders.
11. The applicant will have to give an affidavit to the effect that the close relative (blood relation) of any partner of the firm is not working in UP Projects Corporation Ltd. Blood relation means father, mother, brother-sister, uncle-tau, daughter and wife etc. If the contrary is found after registration, then the name of the contractor will be blacklisted.
12. The applicant has to attach the Character Certificate (as per **Appendix-F**) issued by the District Magistrate.
13. The applicant has to attach the solvency certificate (as per **Appendix-G**) issued by the District Magistrate / Nationalized Bank.
14. The photograph to be affixed with the certificates should be attested by a Gazetted Officer/Notary.
15. All the proceedings related to UP Projects Corporation Ltd. such as tender, purchase, contract and bill etc. will have to be signed by the concerned contractor and only one person authorized by him will have to give an affidavit.
16. The officials of UP Projects Corporation Ltd. will have the right to cancel the application if the desired record is not submitted along with the application form or due to any reason.
17. UP PROJECTS CORPORATION LIMITED reserves the right to cancel the application for registration/renewal without assigning any reason.
18. The registered contractor will have to follow the orders issued by UP Projects Corporation Ltd. from time to time in future also.
19. A copy of the Income Tax Return for the last three years should be attached by the contractors to the Income Tax Department.
20. A certified copy of the Balance Sheet for the last three years from a Chartered Accountant will have to be submitted.

Signature of Contractor/Authorized Signatory of firm

21. (1)**Category-A** contractors will have to give a certificate of experience of doing civil work continuously for at least four years and for the satisfactory completion of works of at least Rs. 500.00 lac in the last four years for civil construction / development work, government departments / Certificates of government institutions/public undertakings will have to be given.
- 2.For **Category-B** contractors, at least 4 years of continuous experience of doing civil work will have to be given certificate and for civil construction / development work in the last four years, the government departments will have to give satisfactory completion of works of at least Rs 200.00 lac. Certificates of State Institutions/Public Undertakings will have to be given.
3. For **Category-C** contractors, at least 4 years continuous experience of doing civil work will have to be given certificate and for civil construction / development work, in the last four years, at least Rs. 50.00 lac will have to be completed by the state government. Certificates of Departments/Government Institutions/Public Undertakings will have to be given.
- 4.For **Category-D** contractors, at least 4 years continuous experience of doing civil work will have to be given certificate and for civil construction / development work in the last four years, at least Rs. 25.00 lac for satisfactory completion of the work. Certificates of Departments/Government Institutions/Public Undertakings will have to be given.
5. In order to renew the firms registered with UP Projects Corporation Ltd. or to extend the validity for a further period, the firm will have to give a certificate of civil construction works / public undertakings done in the previous year.
- 6.All the formalities will be completed along with the application form. Incomplete application form will be treated as cancelled.

Note: The certificates issued by the above mentioned state departments/state institutions/public undertakings should mention the satisfactory completion of the works, which will be confirmed by the concerned department as per the requirement.

22. The registration of contractors will be done for two years only. For renewal of registered contractors, character certificate, status certificate and certificate of satisfactory completion of the work done will have to be attached.
23. If a firm is blacklisted by UP Projects Corporation for any reason, then the owner or partner of that firm is a partner or owner of any other firm, then that firm will also be blacklisted automatically.
24. Any advocate registered with the State Bar Council is not eligible for registration/renewal of the contract. Even after the formation of the contract of work, if the above fact comes to notice, then after satisfaction and extrication such registration/contract will be cancelled forthwith by promulgating a reasoned order by the Managing Director or the officer nominated by him.
25. No contract will also be accepted to such person/firm/company who come under the category of blacklisted in any other department. Applicants of this category are not eligible for registration/renewal.

Signature of Contractor/Authorized Signatory of firm

26. Even after the contract has been awarded to any contractor, if any fact is proved that other potential tenderers have been threatened or prevented from participating in the process and tender by the concerned contractor / firm / company or it is found That the concerned contractor / person is actively involved in mafia activities, anti-social works and organized criminal activities, then the contract or contract awarded to him will be cancelled after receiving the inquiry report from the District Magistrate or the police.
27. The right to settle any dispute will be with the Managing Director, UP Project Corporation Limited, the decision taken by the Managing Director will be final.
28. The jurisdiction to settle any dispute under the said terms and conditions will be that of the court located at Lucknow.
29. Experience of sublet work by any contractor to any other contractor will not be accepted.
30. Electrical work, Fire fighting work and Anti Termite Treatment will have to be done through skilled agencies.
31. Affidavit should be done as per Appendix H.

Signature of Contractor/Authorized Signatory of firm

AFFIDAVIT

(On Non Judicial Stamp paper of Rs. 100/- in case the individual who is the sole proprietor of the firm)

.....s/o.....

..... age years, occupation business r/o

..... do hereby state on oath as under:

That I am residing in locality of
District since last years.

That I am the sole proprietor of a proprietary concern name and style as
“.....” having it's office at
District dealing in business of Government, contracts and ancillary
works attached therefore.

Hence this affidavit.

Deponent _____

Note: This Affidavit should be notarized.

Signature of Contractor/Authorized Signatory of firm

On a Non Judicial Stamp Paper of Rs. 100/-

Appendix B

**U.P. Projects Corporation Limited
Individual/Partnership/Private Ltd./Limited/Other**

S.No.	Individual/Partner/Name of Director	Age	Share (Percentage)	Technical Experience Year.....to Year.....	If Contractor have power of Attorney
1	2	3	4	5	6

Signature of Contractor/Authorized Signatory of firm

On a Non Judicial Stamp Paper of Rs. 10/-

Appendix C

U.P Projects Corporation Limited
Details of Machinery/Tools/Equipments that is available with
Firm/Contractor

S.No		Minimum Required				Available No.
		Category-A	Category-B	Category-C	Category-D	
1	Concrete Mixture	3	2	1	1	
2	Vibrator	4	3	2	1	
3	Pumps	3	2	1	1	
4	Diesel Vinchis 65 ton Capacity	1	1	—	—	
5	Diesel Generator set 25 KW	1	1	—	—	
6	Tractor Trolley	2	1	—	—	
7	Levelling Machine with Technical staff	2	2	1	—	
8	Other Machines/Tools/Equipments (Details to be attached					

Note :-This Affidavit should be Notarized.

Signature of Contractor/Authorized Signatory of firm

Appendix D

U.P Projects Corporation Limited **Details of work Experience in Last Four Years**

S.No.	Financial Year	Name of the Site	Name of the Department	Order No./Agreement No. with Date	Agreement Cost	If order Copy attached(Yes/No) Enter Page No.	Value of Work done according to Last Bill (Lakhs)	Month/Year of Start of the Work	Month/Year of Completion of Work
1	2	3	4	5	6	7	8	9	10

Signature of Contractor/Authorized Signatory of firm

On a Non Judicial Stamp Paper of Rs. 100/-

Appendix E

**U.P. Projects Corporation Limited
Details of Technical Staff**

S.No.	Name	Designation	Age	Educational Qualification	Technical Qualification	Experience Year..... To year.....
1	2	3	4	5	6	7

Attested Copy of Educational Qualification/Technical Qualification Must be Attached.

Note :- This Affidavit should be notarized.

Signature of Contractor/Authorized Signatory of firm

Office of the District magistrate.....

Character Certificate

1. Name of the Applicant Shri/Smt -----
2. Father Husband's Name Shri -----
3. Age -----
4. Educational Qualification -----
5. Profession -----
6. Address (i)Permanent Address With Telephone
(ii)Temporary Address with Telephone
7. Details of criminal cases

Photograph

The details of the cases, criminal activities and anti-social acts registered against the person in the district should be given, if a criminal case is going on in the court, then its details should also be given. If blacklisted by the Irrigation Department, Public Works Department or other departments / corporations of the state government, then its details should also be given. The certificate should be issued only after specifically investigating the persons involved in mafia gangster activities and organized crimes and it must be mentioned in this column.

8 General reputation.....

9 Certificates :

Full factual information has been done by me regarding the work and conduct and character of Mr. Information about criminal cases against them has also been received from the police. After knowing all the facts, I certify that the work and conduct and character of Shri ----- is good, and that his work in the Irrigation Department, Public Works Department or any Department/Corporations of the State Government. In general, there is no objection to the work of the contractor.

Date:.....

Note:

1. This certificate will be issued by the District Magistrate under his own signature, in his place the certificate will not be issued by any other officer.

2. Before giving the certificate and according to the need, the Senior Superintendent of Police / Superintendent of Police / Tehsildar / SDM / Additional District Officer or any other officer can get the report after getting the inquiry done.

3 Self-declaration affidavit can also be taken from concerned person.

4 This certificate will normally be valid for 2 years. If before this any criminal incident or any criminal case etc. is registered against the applicant or he is caught in any organized crime or in mafia activities or in anti-social activities, then it will be the responsibility of the police department to inform the district magistrate. / will give to the collector and the officials of the concerned department and the certificate will be cancelled immediately.

5 The entry of these certificates will be duly marked in a separate register in the office of the District Magistrate and in the office of the Senior Superintendent of Police / Superintendent of Police and a certified copy of the certificate issued must be kept in the register.

6 The final decision regarding issuance or cancellation of this certificate will be of the concerned District Magistrate / Collector.

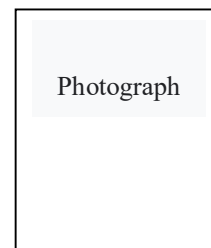
7. An office copy of the certificate issued must be kept in the office of the Senior Superintendent of Police/Superintendent of Police and an entry will be made in a separate register, so that it remains in the record.

8 The person concerned will affix his/her latest passport size photograph attested by a Gazetted Officer at the designated place above the character

Signature of Contractor/Authorized Signatory of firm

Solvency Certificate

- 1 Name of the applicant Person Form Name of the organization
- 2 Father's/Husband's Name
- 3 Residence
- (a) Full Permanent Address with Telephone.....
- (b) Temporary Address with Telephone.....
4. Business.....



5. Details of property - Full details regarding movable / immovable property / status should be given by the District Magistrate in the following way

1. Immovable Property - Full details of land / plot / house / shop / business establishment / industry business etc. Whether this property is in the name of the contractor or in the name of any other person, it should be clearly mentioned. A certificate issued by the competent authority in this regard should be attached. The valuation / market value of the property and if the property is mortgaged in a bank or any financial institution, its details should also be given.

II. Movable property - Full details of motor vehicles / machines and other movable property used in construction work should be given, whether this property is in the name of the contractor or in the name of any other person, it should be clearly mentioned. A certificate issued by the competent authority in this regard should be attached. What is the valuation / market value of the property. If this property is mortgaged in a bank or any institution, then its details should also be given.

6. If there is any money in the bank or financial institution, then the name / account number of the bank and the details of the amount kept in it should be given. For this the certificate issued by the bank or financial institution should be attached.

7. If the amount deposited in the bank is shown as status for the status certificate, then that amount should be deposited in the bank at least 3 months in advance and must remain in the bank till the completion of the work.

8. PAN number of the applicant

I have been informed of the facts about the movable and immovable property of Shri----- and its details have been given as above. I certify that all the above facts are correct to the best of my knowledge and this certificate is being issued on the basis of factual report.

Note: 1. This certificate will be issued by the District Magistrate under his own signature, in his place the certificate should be issued by any other officer.

2. Before giving the certificate, according to the need, the Tehsildar / SDM / Additional District Magistrate / Bank Officer or any other officer can get the report after getting the inquiry done.

3. Self-declaration affidavit can also be taken from the person concerned.

4. This certificate will normally be valid for 2 years. If there is any important sale etc. or there is a deficiency before this, then it will be the responsibility of the concerned person to inform the District Officer / District Magistrate / Collector and the officers of the concerned department. and the amendment in the certificate will be issued.

5 The entry of this certificate will be duly marked in a separate register in the District Magistrate's office and a certified photo copy of the issued certificate must be kept in the register.

6 The final decision regarding issuance or cancellation of this certificate will be of the concerned District Magistrate, Collector.

7 The person concerned shall affix his/her latest passport size photograph attested by a Gazetted Officer at the designated place above the status certificate.

Signature of Contractor/Authorized Signatory of firm

On a Non Judicial Stamp Paper of Rs. 10/-

Appendix H

U. P. Projects Corporation Limited

Affidavit

I ----- Resident of----- under oath declare that :

1. The oath-taker is a permanent resident of the above address.
2. The oath-taker Firm's Name is
3. Oath-taker or any partner of firm is not registered in any State Bar council.
4. Oath-taker or any relative of any member of Firm is not an employee of U. P Project Corporation Ltd.
5. Oath-taker firm is not black listed by any department.

Date :-

Note :- This Affidavit should be Notarized.

Signature of Contractor/Authorized Signatory of firm